Witajcie Technicy Informatycy!

Dzisiaj tematyka : korespondencja zawodowa – email.

Proszę wykonajcie poniższe zadania, odpowiedzi zapiszcie w swoich notatkach, za tydzień podam poprawne odpowiedzi i następną porcję materiałów do ćwiczeń. Jeśli jest potrzeba, skorzystajcie ze słownika internetowego, np. <https://pl.bab.la/slownik/angielski-polski/> Powodzenia!

1. **Email. Pisanie maila w korespondencji zawodowej.**

From: [anna@goodmail.com](mailto:anna@goodmail.com)

To: bernard@ciaociao.it

Cc: [carol@freemail.co.uk](mailto:carol@freemail.co.uk)

Bcc: [dave@norsemail.no](mailto:dave@norsemail.no)

Subject: arriving in Rome

Hi Bernard,

I'll be arriving in Rome just after midday tomorrow (Friday). You don't need to pick me up at the airport – I can get a taxi to the city centre.

See you soon!

Anna

Read the email and answer the questions *true* or *false* :

1. The recipient is Anna.

2. The sender is Anna.

3. Bernard knows that Carol knows when Anna will be arriving in Rome.

4. Bernard knows that Dave knows when Anna will be arriving in Rome.

5. You can say that Anna Cc-ed her email to Carol.

6. You can say that Anna Bcc-ed her email to Dave.

7. The subject line is empty.

8. The style of the email is formal.

9. Cc stands for carbon copy and Bcc stands for blind carbon copy, but the full terms are almost never used.

10. Carbon copies were a method of making copies of documents typed on typewriters.

1. **Sending an attachment . Wysyłanie załącznika.**

Put the words into spaces (use a dictionary if necessary):

**attach browse field inboxes**

**open send size**

You can send almost any file as an attachment. 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through the folders on your computer until you find the file you want to attach. Click on "2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_". The file will appear in the attachments 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Then click "4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_", and wait while the file uploads. Add more files if you wish. When you have finished adding files, click "5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_". Some email 6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will only receive attachments up to a certain 7\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with one email, for example 10MB. If you need to send a lot of very big attachments, it's sometimes necessary to spread them over a number of separate emails.